Declassified in Part - Sanitized Copy Approved for Release 2012/11/26 : CIA-RDP90G00993R000300240008-0 O/D/OIT Routing Slip Date 0 3 SEP 1987 Seen Info Action DD Nancy Rose Terry Bill E. Dave R. C/CSG C/EG C/DG C/OG C/MG C/TSS C/CSPO C/A&TPS COMMENT: EG : HRP has been in contact

HRP has been in contact

HRP has been in contact

He has agreed

to speak at a future out staff

meeting.

Cancil E.

TNFC Copy Sent to HRP. > Done

quasilise

STAT

<del></del>	COUTIN	G AND	KECOK	D SHEET
SUBJECT: (Optional)				
			<del></del>	OIT/TRIS
FROM:		EXTENSION	DDA 87-1855 LOGGED	
William F. Donnelly				DATE DATE
Deputy Director for Admini	stratio	n		2 September 1987
TO: (Officer designation, room number, and building)	DATE		OFFICER'S	COMMENTS (Number each comment to show from who
	RECEIVED	FORWARDED	INITIALS	to whom. Draw a line across column after each comme
1.				
D/OIT 2DO2 HQS			i	Ed:
2.	<del> </del>	<b>+</b>		-
				I wish to draw to your attention the enclosed memoran-
	<u> </u>			dum pertaining to the availabili
3.				of management training for new
				DA managers. Please endeavor
4.				to take full advantage of this
				training for our new managers. Let's make sure we fill the
5.				FY 88 "quota".
<b>3.</b>				•••
			•	
6.				
				William F. Donnelly
7.				·
•				
8.				
9.	<u> </u>			
0.				
1.				
2.		-		
<del></del>				
3.		[		
4.				
5.				
	-			

STAT

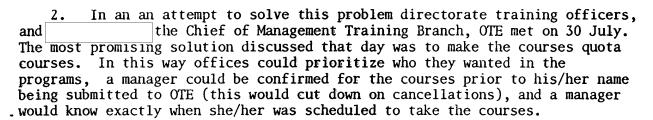
21 August 1987

## MEMORANDUM FOR THE RECORD

FROM: STO/DA

SUBJECT: Management Training for new DA Managers

1. One of the problems we have had in the DA since the beginning of my tenure as STO is getting our new managers trained in a timely fashion. Since the introduction of the Managing in CIA and Leading People in CIA, the DA has nominated some 237 managers from Grades GS-7-GS-14. Of those 53 have completed one or both of the programs. This has produced frustration for new managers who have signed up for programs, but have never been confirmed. It has caused frustration for senior managers who have not been able to get their managers trained. And it has caused frustration for OTE and component training officers whose job it is to train the managers.



- 3. In the period since then, I have met with
  Internal Training Branch, Training Support Division, OTE and again with Dick
  to work how we might implement a quota solution. On the advice of Dick
  we decided to keep the quotas informal. Dick says he can usually get
  between 8 and 12 DA managers in each running of the GS 11-15 Managing and
  Leading in CIA, and between 14 and 18 in the GS 5-10 versions of the courses.
- 4. Beginning immediately, the components of the DA will be given quotas for each of the courses. The Directorate will nominate 8 primaries and and 4 alternates to each running of the GS 11-15 courses and 14 primaries and 4 alternates of the GS 5-10 courses. According to all those nominated be they alternates or primaries are virtually assured of getting into the course for which they are nominated. Any alternates who do not get into the course for which they are originally scheduled, will be automatically enrolled in the next one. This will enable us to train a minimum of and a maximum of new DA managers in FY 88. We average as a directorate in the range of new managers a year, so this program should enable us to train all our new managers each year.

STAT

STAT

STAT

STAT

STAT STAT

STAT

5. Another related problem has been insuring that the right people are taking the courses. Managing and Leading People in CIA are courses designed for managers in their first six months of managing. They are also designed for people who manage at least three people, although exceptions have been made, for instance with the Office of Communications. Initially, there was some confusion as the guidelines, and a lot of people were nominated who probably shouldn't have been. To remedy this, OTE is returning to the Directorate all Forms 73 for people who have not already been confirmed. These people will be re-validated and those who qualify re-nominated under the new system.

6.	I have discussed this with	as well.

STAT STAT